

BUSINESS PROCESS ANALYST

(Location – Saudi Arabia)

At Change Frontier, we are always looking for talented and ambitious individuals ready to make an impact with their expertise and creativity.

If your goal is to boost your career within a dynamic and progressive company whilst being part of a supportive and inclusive team, then Change Frontier may be the right fit for you.

As a part of our growth, we are seeking a proven Business Process Analyst to join our highly skilled team in Dammam, Saudi Arabia.

Responsibilities and Duties

- Work across a portfolio of clients to help deliver meaningful value driven finance process change solutions.
- Work with various internal and external stakeholders to articulate requirements to deliver technical and non-technical change.
- Conduct user workshops, 1:1 sessions, process walkthroughs and documentation analysis to elicit requirements and document processes.
- Identify and implement best practice across all Finance processes (R2R, P2P, O2C) to convey and build a future state.
- Liaise with Finance Managers, IT personnel and Finance system vendors to understand potential technical configurations changes to achieve the TO BE state.
- Conduct user training workshops and deliver user training guides to assist in the transition to the new ways of working.
- Liaise and manage operational improvement initiatives between the CFO and senior finance management.

Skills and Experience

Required skills

- Hands-on experience of working on end-to-end Finance transformation projects, namely in the process re-engineering and system implementation space.
- Experience of creating detailed process maps using MS Visio or similar (Lean Six Sigma Green or Black Belt) across end-to-end finance processes (R2R, P2P, O2C).
- Deep understanding of key project stages (waterfall) and or ceremonies (Agile).
- Ability to work to very tight timelines and run activities in parallel to meet requirements.
- Excellent key stakeholder management and communication (written and oral) - Finance teams, Vendors, IT, Compliance, Senior Finance management.
- Excellent documentation skills with high attention to detail for documents including process flows (Visio), training guides and requirements documents and user stories.
- Strong user acceptance testing experience including UAT test case creation and oversight of user testing and management of defects to resolution with internal and external vendors.
- Qualified accountant with knowledge of IFRS accounting standards.
- Strong knowledge and understanding of best accounting practices and procedures.

Desired skills

- Previous consulting background.
- International experience of delivering finance solutions.
- Experience of working with cloud-based finance systems.
- Knowledge of ETL, system integrations, data flow and able to provide input into new business processes.

Personal characteristics

- Ability to hit the ground running and add immediate value to move the project forward.
- Able to take ownership and work with initiative and progress tasks through to completion.

- Willing to roll up their sleeves to meet project goals and work across various streams of the project if required.
- Willing to travel (initial 6-month engagement will be based in Saudi Arabia).
- Able to manage user expectations, be proactive in support and ability to work efficiently and effectively under pressure.
- Able to work across teams as well build external relationships with IT and other compliance teams in the business.
- *Strong business analysis and process re-engineering knowledge, covering Financial, operational, data management and customer experience needs.